



MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS

Regular Meeting Minutes

Wednesday, May 5, 2004

4:00 P.M., Room 107

I. CALL TO ORDER

The meeting was called to order by Vice President Ray Murdaugh at 4:04 p.m.

Present were Commissioner Floyd DeForest, Civil Service Personnel Director Karen Scholle, Planning and Economic Development Director Cathy Brubaker-Clarke, Assistant City Manager Lee Slaughter, and City Attorney John Schrier.
CSC President Deborah Smith was absent/excused.

II. MINUTES

There were not additions or corrections to the April 7, 2004, minutes as printed.

**Motion by DeForest, support by Murdaugh, to accept the minutes of the April 7, 2004, regular Civil Service Commission meeting.
VOTE: Two yeas, zero nays. Motion carried.**

III. ACTION AGENDA

A. Zoning Administrator/Request for Extension of Temporary Appointment

Planning and Economic Development Director Cathy Brubaker-Clarke addressed the CSC concerning the need to extend the temporary appointment of the Zoning Administrator as the City charter requires that this position be filled; and that due to ongoing budget shortfalls, she has not received permission to post and fill the Zoning Administrator vacancy on a permanent basis.

CSC discussion followed concerning the increased need to waive the CSC Rules and Regulations provisions particularly to fill position vacancies.

**Motion by DeForest, support by Murdaugh, to table the matter until the full CSC can address the issue but also to extend the temporary appointment for an additional 30 days up to the June 2, 2004, Civil Service Commission meeting.
VOTE: Two yeas, zero nays. Motion carried.**

B. FMLA Intermittent/Reduced Leave Request

An approved request for FMLA Intermittent and Reduced leave for newborn care was received for DPW Customer Service Representative Terees Williams.

**Motion by DeForest, support by Murdaugh, to approve the request for intermittent and reduced FMLA leave for Terees Williams.
VOTE: Two yeas, zero nays. Motion carried.**

C. Request for Hearing

A request for a hearing before the CSC from David Eigenauer regarding the latest Fire Battalion Chief promotional recruitment was received. As neither Mr. Eigenauer nor his attorney were available for this meeting to address the request--as well as that fact that a grievance remains pending on this matter--the CSC took the following action.

Motion by DeForest, support by Murdaugh, to withhold consideration of Dave Eigenauer's request for a hearing until the grievance is resolved.

VOTE: Two yeas, zero nays. Motion carried.

D. Retention of Letters of Concern

Discussion ensued concerning the removal versus the destruction of letters of concern from active employee personnel files.

Motion by DeForest, support by Murdaugh, to table this item until the June 2, 2004, CSC meeting when all three Commissioners can consider the matter.

VOTE: Two yeas, zero nays. Motion carried.

E. Unauthorized Absences/No Pay Policy Revision Proposal

Discussion took place regarding the rewording of the benefits issue addressed in the policy as well as attendance policies.

Motion by DeForest, support by Murdaugh, to table this item until the next CSC meeting when the full commission can address the matter.

VOTE: Two yeas, zero nays. Motion carried.

IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

A. Job/Compensation Classification Review Policy

Per the CSC's request, a letter to the City Manager regarding the Job/Compensation Classification Review Policy was drafted and sent. A response has not been received as yet.

B. Nepotism/Hiring of Relatives Policy Proposal

The Director advised the CSC that a Nepotism Policy is being drafted for presentation to management and eventual adoption.

V. STATUS OF RECRUITMENTS

- A. City Seasonals 2004: There are 229 applications received to date, with more applications still coming in. Seasonal hiring is underway, with some employees, such as Marina Aides, already on board.
- B. Customer Service Representative I: There are 127 applications on file, with no foreseeable need to test as yet.
- C. Customer Service Representative II: Sixty-four applications on file.
- D. Firefighter 2004: There are 115 applications on file. As the 2003 Firefighter recruitment was not complete until mid-December 2003, there is no established test date and may not occur until 2005.
- E. Police Officer 2004: There 164 applications under review for acceptance to oral exam.
- F. Police Officer 2005: There are 18 applications on file.
- G. Superintendent of Public Utilities: The application period ended 4-30-04 with one promotional application received.
- H. Superintendent of Public Works: The application period ended 4-30-04 with one promotional application received.
- I. Water Plant Operator: The recruitment to fill two vacancies is complete with two internal promotional candidates certified for the positions.

VI. APPOINTMENTS

A. New Appointments

Permanent

Seasonal/Part Time

James Berkel, Facility Supervisor II, Harthshorn Marina, 3/31/04.

Brett Decou, Marina Aide, 3/29/04.

Chad Elon Martin, Park Ranger, 4/11/04.

Craig Olson, Marina Aide, 3/31/04.

Kevin Santos, Marina Aide, 4/1/04.

Kimberly Thronton, Playground Supervisor, 4/11/04.

Richard Versalle, Softball Supervisor, 3/31/04.

B. Promotions:

Permanent Employees

Mark Johnson, promoted from Fire Captain to Battalion Chief, 4/11/04.

Seasonal/Part Time

C. Transfers

Permanent Employees

Seasonal/Part Time

D. Reclassifications

Permanent Employees

Timothy Rosema, returned to Captain from Acting Battalion Chief, 4/11/04.

Seasonal Employees

E. Temporary Assignments

Permanent Employees

Seasonal/Part Time

VII. DISCIPLINARY ACTIONS

A. Warning Letters

Permanent Employees

Roger Booth, Equipment Operator, for Group 1 violation, first offense, 4/8/04.

Steve Martinez, Police Officer, for Group 1 violation, first offense, 4/10/04.

Clay Orrison, Police Officer, for Group 1 violation, first offense, 4/10/04.

Seasonal/Part Time

B. Suspensions

Permanent Employees

James Schoonbeck, Equipment Operator, 1-day suspension, Group 1 offense, 2nd violation, 4/13/04.

Seasonal/Part Time

C. Terminations

Permanent Employees

Seasonal/Part Time

VIII. SEPARATIONS

A. Resignations

Permanent Employees

Paul Charvat, Environmental Inspector Planning & Economic Dev. Dept, 4/27/04.

Michael Smith, Civil Engineer, 4/9/04.

Seasonal/Part Time

B. Job Terminations

Permanent Employees

Seasonal/Part Time

James Berkel, Facility Supervisor II/ Harthshorn Marina, 12/8/03.

C. Other

D. Temporary Assignment

Daon Mitchell, Customer Service Rep I, Layoff (T. Williams returned to work), 4/9/04.

E. Leave of Absence

Terees Williams, Customer Service Representative II, Return to Work from FMLA Leave of Absence, 4/12/04.

F. Retirements

IX. OTHER PERSONNEL ACTIONS

A. Certificates of Training Excellence

Lead Professional Certification

Marc Johnson, Housing Rehabilitation Inspector, 4/7/04.

Management/Supervision Certificate Program

David Mclouth, Mechanic, 3/30/04.

Unified Incident Command System Train-The-Trainer

Robert Grabinski, Deputy Director of Public Safety for Fire Services,

B. Letters of Commendation

The following employees received a letter of appreciation via Public Safety Director Tony Kleibecker from the Norton Shores Police Department for their actions in arresting a suspect wanted in a series of armed robberies:

Brett DeAugustine, Police Officer, 4/10/04.

Scott Hepworth, Police Officer, 4/10/04.

Mike Lamsma, Police Officer, 4/10/04.

Josh Rybak, Police Officer, 4/10/04

Jim Schultz, Police Officer, 4/10/04.

The following employees received a letter of commendation via Public Safety Director Tony Kleibecker from Sgt. Jon Baker for their professionalism, courage, and efficiency in apprehension of a violent felon:

Nate Baker, Police Officer, 4/10/04.

Glen Berry, Police Officer, 4/10/04.

Greg Bonebrake, Police Officer, 4/10/04.

Ron Hepworth, Sergeant, 4/10/04.

Chris Martinez, Police Officer, 4/10/04.

Dave McNeil, Police Officer, 4/10/04.

Chad Nader, Police Officer, 4/10/04.

Ray Pena, Police Officer, 4/10/04.

Keith Stratton, Police Officer, 4/10/04.

The following employees received a letter of congratulations via Public Safety Director Tony Kleibecker from Battalion Chief Roland Linstrom for their actions on March 22 of this year in assisting a citizen in medical distress:

Jim Diffel, Fire Lieutenant, 4/10/04.

Chris Drake, Fire Fighter, 4/10/04.

Ollie Sandifer, Fire Fighter, 4/10/04.

Hope Griffith, Planning and Economic Development Department Administrative Secretary, received a letter of appreciation from Tara Rinehart for her friendliness and willingness to help obtain maps which were requested for a project.

C. Reassignment of Duties

X. OTHER BUSINESS

A. Outside Clerical Services

There were not expenditures during the month of April for outside contractual clerical services.

XI. ADJOURNMENT

With no other business to attend to, the CSC took the following action.

**Motion by DeForest, support by Murdaugh, to adjourn the meeting at 4:47 p.m.
VOTE: Two yeas, zero nays. Motion carried.**

Submitted by

Karen A. Scholle, Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(05 04 CSC Minutes)